**Time and Task Management in a 1:1 - Tackling Multitasking + Distraction**

**Presenter:** Laura Doto, Director of Academic Support Program, Montclair Kimberley Academy, Montclair, NJ USA Jill Maza, Head Librarian, Montclair Kimberley Academy, jmaza@mka.org

**Description**: Getting things done in the age of distraction will prove a key skill for individuals in the 21st century. While distraction looks a bit different in a 1:1 environment because of the realities of 24/7 access, there’s little to no difference in the causes of distraction among students – competing stimuli. Clarifying expectations, acknowledging temptation and establishing norms for behavior remain keys to success both within and beyond the classroom walls. In this session, we’ll consider the challenges and realities of distraction in a 1:1 school and explore what works as we cultivate habits for productive time and task management.

Notes: No notes beyond the instructor’s, also see Janet’s notes

<http://Tinyurl.com/li12mka>